

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Finance Budget Analyst

(Permanent/Full-Time) (CBID E97)

SALARY RANGE:

Junior Staff Analyst:

Rg. A: \$3,529

Rg. B: \$3,819

Assistant Finance Budget Analyst
\$4,812

Associate Finance Budget Analyst
\$4,621 – 5,787

Staff Finance Budget Analyst
\$5,332 – 6,626

QUESTIONS ABOUT THE JOB:

Department of Finance
Human Resources Office
(916) 323-4071
(916) 324-6547 TDD*
E-mail: jobs@dof.ca.gov

SEND APPLICATION TO:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

WHO MAY APPLY:

Current state employees who are within transfer range of the identified classes or individuals with list eligibility on the Staff Services Analyst or Associate Governmental Program Analyst lists may submit a standard state application and resume. Training and Development Assignments may also be considered.

POSITION DESCRIPTION:

Finance Budget Analysts perform analytical and consultative duties necessary to carry out the budget management functions of the Department of Finance, the Governor's chief fiscal policy advisor. Analysts are responsible for (1) developing the annual Governor's Budget including analysis of departmental budget requests, budget presentation, expenditure and revenue forecasts, and budget defense during legislative hearings, (2) developing written analyses of the fiscal and programmatic impacts of proposed legislation, (3) providing information and instruction to officers and employees of state agencies concerning budget and financial procedures, (4) administering and controlling appropriations and approved expenditure plans, (5) analyzing unmet public needs and developing alternatives and recommendations for meeting those needs, and (6) preparing reports and correspondence.

DESIRABLE QUALIFICATIONS:

- ✓ Excellent analytical, writing, and math skills
- ✓ Experience in making oral presentations
- ✓ Good judgment
- ✓ Ability to easily adapt to change and to act effectively under pressure
- ✓ Ability to gain and maintain cooperative working relationships at all levels
- ✓ Patience, poise, flexibility, tact, reliability, and dependability
- ✓ Ability to work overtime on short notice

HIRING PROCESS:

This is a two-phased process whereby interested individuals are given an opportunity to demonstrate skills, abilities, and potential to perform Finance Budget Analyst duties.

Phase I (Writing/Math):

The first phase of the process assesses writing and math competencies. Successful individuals proceed to the second phase of the hiring process.

WHEN TO APPLY:

Applications are accepted on a continuous basis. Only the most qualified individuals will be scheduled to participate in the hiring process. All appointments are subject to applicable personnel rules.

HOW TO APPLY:

To be considered, applicants must submit a State of California application (Examination and/or Employment Application, Std. 678) and resume to the Department of Finance, Human Resources Office. Current civil service classification titles, NOT working titles, must be indicated on all applications. Candidates with list eligibility must specify their eligibility on their application. Resumes should describe education and/or experience relevant to the classification for which application is made.

You may obtain an official state application form at any local California Employment Development Department field office, or by accessing the application on the California Department of Human Resources Internet website at <http://jobs.ca.gov/Profile/StateApplication>.

Phase II (Interview):

The second phase of the hiring process consists of interviews with multiple budget units where vacancies exist. This interview is pass/fail with successful candidates being placed in a pool for a period of one year. Placement in the pool does not guarantee appointment to a Finance Budget Analyst position.

